



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

November 24, 2008

**TO:** CSD Regional Administrators  
All WorkFirst Staff

**FROM:** Leo Ribas, Director  
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**SUBJECT: RELEASE OF REVISED WORKFIRST HANDBOOK SECTIONS AND SOCIAL SERVICES MANUAL CHAPTERS (DECEMBER 2008)**

Effective December 1, 2008, the WorkFirst Handbook sections and Social Services Manual chapters are being revised to reflect the following changes:

**FIRST STEPS**

The First Steps program provides additional medical care, enhanced services and case management to Medicaid eligible women and infants. All Medicaid-eligible pregnant women must be offered these services. First Steps services include:

- Maternity Support Services (MSS) which supplement medical services during pregnancy and for up to two months after pregnancy, and
- Infant Case Management (ICM) helps parents with infant children access needed resources. ICM may begin anytime between the day the infant turns three months old and the infants' first birthday.

On all Child Protective Service (CPS) “screened out” intakes on pregnant women allegedly abusing substances, Children’s Administration (CA) intake staff will determine if they are receiving Medicaid. If so, CA will send a copy of the intake by e-mail, mail or fax to the First Steps provider unless there are multiple providers. If there are multiple First Steps providers serving one community OR the client is not on Medicaid, CA intake staff will send a copy of the intake to ESA HQ in order for a First Steps referral to be made.

The following sections of the WorkFirst Handbook and Social Services Manual have been updated to reflect these changes:

- WFHB 5.1.17 – What is First Steps?
- Social Services Manual – First Steps

### **DEPENDENT TEENS AND PREGNANT OR PARENTING MINORS**

To further clarify dependent teens and pregnant or parenting minors’ participation and verification requirements the following sections of the WorkFirst Handbook have been updated:

- 1.2.2 – What are the WorkFirst participation requirements?
- 1.2.8 - What are the WorkFirst requirements for dependent teens and pregnant or parenting minors?

If you have any questions or need further information, please contact Stacey Bushaw at [bushask@dshs.wa.gov](mailto:bushask@dshs.wa.gov) or (360) 725-4622.

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